



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

OPENING DATE: September 18, 2009
CLOSING DATE: September 24, 2009

Recruiting Bulletin No.: **29-09-DEC-174**
Atlanta Regional Census Center
Atlanta, Georgia

CENSUS COVERAGE MEASUREMENT (CCM) TEAM LEADER

Annual Salary Range:

GG-0303-05: \$ 32,039 - \$ 41,653
GG-0301-07: \$ 39,687 - \$ 51,594
GG-0301-09: \$ 48,545 - \$ 63,109

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-09

EXCEPTED SERVICE APPOINTMENT: This is a less than 1 year Schedule A appointment with a possible extension.

AREA OF CONSIDERATION: Current Census employees within the Atlanta Region, serving on an appointment of 6 months or longer.

DUTY LOCATION: Atlanta, Georgia

DUTIES: Incumbent works for Census Coverage Measurement (CCM). This position is designed to support the Team Supervisor by carrying out the day-to-day activities, which represent complex portions of the CCM. The incumbent applies analytical and evaluative methods and techniques to a variety of functions associated with the oversight of the CCM operations in his or her assigned area(s). Also assists the Team Supervisor in quality control and coverage improvement operations of the CCM within assigned jurisdiction. The incumbent monitors and evaluates assigned field operations such as data collection, payroll, staffing levels, progress, and project completion to identify problems with timeliness and costs, and for conformance to quality standards. The incumbent analyzes deficiencies reported by regional technician staff and solves problems based on guidelines and precedents. Recommends solutions for problems dealing with unique or policy issues. The incumbent will also assist in quality control and coverage improvement for assigned portion of the CCM operation(s). The incumbent acts as

liaison between the Team Supervisor and the field management staff as directed by the CCM supervisory staff, conveys and/or coordinates program management guidance, such as the following: technical requirements, plans for and descriptions of, the work to be accomplished; established work scheduled standards, progress reports, etc., for 10-20 employees who serve as field supervisors and technical staff support over a large field and office workforce.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for the position will be required to supply original transcripts.

GG-05: EXPERIENCE: Applicants must have at least three years of general experience, one year of which was equivalent to at least the grade 04 in the Federal service that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solution; plan and organize work; and to communicate effectively verbally and in writing, **OR**

EDUCATION: Successful completion of a full 4 year course of study leading to a bachelor's degree that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and/or to communicate effectively verbally and in writing.

GG-0301-07: EXPERIENCE: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service. This specialized experience includes: Experience in assisting with providing day-to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **OR** Experience in assisting senior specialist in at least one of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; and/or (7) analyzing factual data and recognizing significant factors, **OR**

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate level education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2)

ability to recruit, interview, select, train, and evaluate personnel; and/or (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-09: EXPERIENCE: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR** **(2)** Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports, **OR**

EDUCATION: Master's or equivalent graduate degree or two full years of graduate education leading to such a degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements.
To be considered, applicants MUST submit a separate, individual statement addressing each of the following.

1. **Experience planning, organizing, and leading or overseeing, a decentralized workforce or office for a survey or data collection operation.**
2. **Experience recruiting, training, and evaluating a field or decentralized office operation.**
3. **Experience applying analytical methods and techniques in order to analyze and/or evaluate performance, progress, and costs reports for a decentralized workforce or office operation.**

BASIS OF RATING: Applicants will be evaluated on the extent and quality of their experience and /or education. Time-in-grade requirements must be met by the closing date of the announcement.

For further information on this vacancy you may contact Cynthia Williams, Human Resources Specialist, at 404-332-2734.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment, OF-612, SF-171 Application for Federal Employment (this form is obsolete but may be used), **OR** a resume, for **EACH GRADE LEVEL YOU ARE APPLYING FOR**. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

Each applicant MUST also submit a completed OF-306 Declaration of Federal Employment.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- If you have served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To claim veterans' preference, you must submit: DD Form 214 covering the period of military service for which preference is claimed; and if applicable, a Standard Form 15, Application for 10-Point Veteran Preference with supporting documents as outlined on the form. This form can be found at: http://www.opm.gov/forms/pdf_fill/SF15.pdf.
If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only.
For more information on veterans' preference, please go to the U.S. Office of Personnel Management web site for veterans at www.opm.gov/veterans.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending = dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**
- Applicants requiring reasonable accommodations for any part of the application and hiring process should contact the Human Resources Office Representative at 404-332-2734. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Complete application package must be received by the closing date of the bulletin and submitted to:

**U.S. Census Bureau
Atlanta Regional Census Center
285 Peachtree Center Ave. N.E
Marquis Tower Two
Suite 1100
Atlanta, GA 30303
ATTN: Cynthia Williams, Human Resource Specialist**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin, **September 24, 2009**. Applications received after this date **will not be considered. Faxed applications will NOT be accepted. Emailed applications will NOT be accepted.**

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.